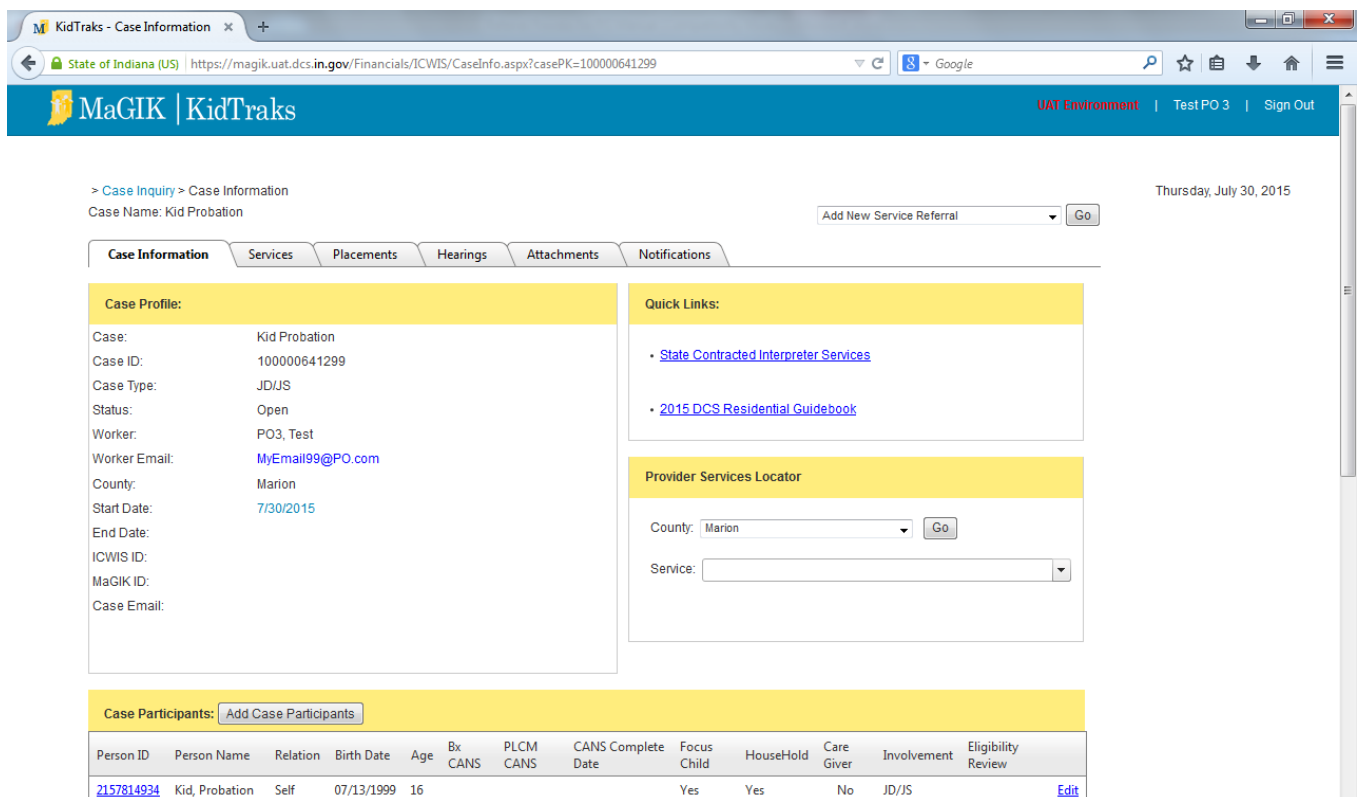
	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
	<b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 1: Services</b>	<b>Effective Date:</b>
	<b>Section 4: Service Referral in Kidtraks</b>	<b>Version: 1</b>

## PROCEDURE

### Creating a Referral for Services

The first step for creating a referral for services is to log into Kidtraks. Select the case you want to refer services for, then navigate to the services tab at the top of the screen.



The screenshot shows the KidTraks web application interface. The browser address bar displays the URL: <https://magik.uat.dcs.in.gov/Financials/ICWIS/CaseInfo.aspx?casePK=100000641299>. The page header includes the MaGIK | KidTraks logo and the text "UAT Environment | Test PO 3 | Sign Out". The date "Thursday, July 30, 2015" is displayed in the top right corner.

The main content area shows the "Case Information" tab selected. The case name is "Kid Probation". A dropdown menu labeled "Add New Service Referral" is visible. The "Case Profile" section displays the following information:

- Case: Kid Probation
- Case ID: 100000641299
- Case Type: JD/JS
- Status: Open
- Worker: PO3, Test
- Worker Email: [MyEmail99@PO.com](mailto:MyEmail99@PO.com)
- County: Marion
- Start Date: 7/30/2015
- End Date:
- ICWIS ID:
- MaGIK ID:
- Case Email:

The "Quick Links" section contains the following links:

- [State Contracted Interpreter Services](#)
- [2015 DCS Residential Guidebook](#)

The "Provider Services Locator" section includes a dropdown menu for "County" (set to Marion) and a "Go" button. Below this is a dropdown menu for "Service".

The "Case Participants" section displays a table with the following data:

Person ID	Person Name	Relation	Birth Date	Age	Bx CANS	PLCM CANS	CANS Complete Date	Focus Child	HouseHold	Care Giver	Involvement	Eligibility Review
<a href="#">2157814934</a>	Kid, Probation	Self	07/13/1999	16				Yes	Yes	No	JD/JS	<a href="#">Edit</a>

KidTraks - Case Information

State of Indiana (US) | https://magik.uat.dcs.in.gov/Financials/ICWIS/CaseInfo.aspx?casePK=100000641299

MaGIK | KidTraks

UAT Environment | Test PO 3 | Sign Out

Thursday, July 30, 2015

> Case Inquiry > Case Information

Case Name: Kid Probation

Add New Service Referral

Go

Case Information Services Placements Hearings Attachments Notifications

Case Profile:

Case: Kid Probation

Case ID: 100000641299

Case Type: JD/JS

Status: Open

Worker: PO3, Test

Worker Email: MyEmail99@PO.com

County: Marion

Start Date: 7/30/2015

End Date:

ICWIS ID:

MaGIK ID:

Case Email:

Quick Links:

- State Contracted Interpreter Services
- 2015 DCS Residential Guidebook

Provider Services Locator

County: Marion

Go

Service:

Case Participants: Add Case Participants

Person ID	Person Name	Relation	Birth Date	Age	Bx CANS	PLCM CANS	CANS Complete Date	Focus Child	HouseHold	Care Giver	Involvement	Eligibility Review
2157814934	Kid, Probation	Self	07/13/1999	16				Yes	Yes	No	JD/JS	Edit

This screen will appear. This is the referral wizard. Simply click on the type of service you would like to refer. For this example, we will be referring home based services.

KidTraks Referral Assistant

State of Indiana (US) | https://magik.uat.dcs.in.gov/Financials/Referral/WizardMain.aspx

MaGIK | KidTraks

UAT Environment | Test PO 3 | Sign Out

Referral Wizard:

Please select from the following services: Potential Participants Exit Wizard Finish

Pending Items

Session

Select County: Marion

Quick Search:

No items..

Source: Probation

Source ID: 100000641299

Description:

Case County: Marion

Current User: Test PO 3

MRO Assessment for Eligibility

Do the parents need assistance to manage the behavioral health care needs of one or more of the children? MRO services are Medicaid services provided in the community or family's home in order to meet the behavioral health care needs of the child. Home based services are included as well as other services for the parents to learn to meet the needs of the child. Click here to send the child(ren) for an assessment for MRO services.

Home Based Services

Does this family need home based services to improve family functioning? Click here to find out about the array of home based services available.

Counseling, Psychological or Psychiatric Services

Are there members of the family who need counseling? Do you think that a psychological, intellectual, or emotional problem is contributing to the behavior of an adult or child? Is that problem interfering with the adult's ability to parent? Click here to find out more about psychological and psychiatric services.

Drug Screens and Treatment for Substance Use Disorders

Do you suspect someone in this family has a substance abuse problem? Click here to see services available to treat addictions.

Domestic Violence Services

Has there been an incident of DV with this family? Domestic Violence Intervention Services are services that would need to be implemented if there has been a history or pattern of assaultive or coercive behavior. It includes physical, sexual, or psychological attacks as well economic coercion with an adult or adolescent in an intimate relationship. Services include those for batterer, victim and child. Click here to find out more about treatment options for those affected by

KidTraks Referral Assistant ...

State of Indiana (US) | https://magik.uat.dcs.in.gov/Financials/Referral/WizardCategory.aspx?GroupID=4

MaGIK | KidTraks

UAT Environment | Test PO 3 | Sign Out

Referral Wizard:

Session: Home Based Services ?

Select County: Marion

Source: Probation

Source ID: 100000641299

Description:

Current User: Test PO 3

Main Menu Finish

Pending Items

No Items..

**Homemaker**  
This service is provided by a paraprofessional (without a degree) person and focuses on assisting the family with learning how to meet their basic needs, such as home management, basic parenting, transportation, child nutrition, and child development. Visitation Supervision can be provided under this service.

**Home Based Casework Services**  
This service is typically provided by a bachelor's level person and focuses on the assisting the family with more complex needs, such as behavior modification techniques, managing crises, navigating service systems, and assistance developing and working toward long and short term goals. Visitation Supervision can be provided under this service.

**Home Based Therapy**  
This service is provided by a Master's level person and focuses on providing family centered therapeutic services in the home. Visitation Supervision can be provided under this service.

**1 Hour Crisis Response**  
These crisis services are for families who have children at imminent risk of removal. Imminent risk is defined as: Immediate threat of injury or harm to a child when no interventions have occurred to protect the child. The goal of this service is to resolve the immediate crisis, prevent removal of the child, and to transition and/or link the family to needed services.

Select the participants for services. Use the drop down box to select the provider and enter any special instructions for the provider. It is helpful to enter the contact number for the caregiver/parent.

KidTraks Referral Assistant ...

State of Indiana (US) | https://magik.uat.dcs.in.gov/Financials/Referral/WizardTargetGroup.aspx?TargetID=127

MaGIK | KidTraks

UAT Environment | Test PO 3 | Sign Out

Referral Wizard:

Session: Home Based Services - Home Based Therapy

Select County: Marion

Source: Probation

Source ID: 100000641299

Description:

Case County: Marion

Current User: Test PO 3

Enter Service Dates:

Service Start Date: 07/31/2015

Is this referral for reports and court testimony only? Yes No

Please select the household members being referred for services and the family's intensity need level.  
If you are referring two households you should complete two referrals.

Referred Persons	Role	Birth Date	Age	CANS
<input checked="" type="checkbox"/> Probation Kid	Child	07/13/1999	16	
<input type="checkbox"/> Probation Parent A	parent	03/13/1972	43	
<input type="checkbox"/> Probation Parent B	parent	07/13/1970	45	

Select the provider from one of the following:

ASPIRE INDIANA INC

Please enter any special instruction for the provider related to this family:

Please contact Probation Parent A at 111-222-3334. Probation Parent A works 8-5pm Monday through Friday. The child is in school from 7-3pm.

Save Cancel

5:35 PM 7/30/2015

In the special instructions field, please include the following information to assist the provider. The following information is helpful to include to the provider:

- Frequency/Duration of contact
- Court orders
- Medical Issues
- Medications
- Background Information (previously charged with \_\_\_\_\_. Previous DCS/Probation case for \_\_\_\_\_)
- Who can visit
- Who cannot
- Safety Issues

Select Save after completing the referral. This will take you back to the home screen where you will select Finish.

After selecting finish, approve the referral


https://magik.uat.dcs.in.gov/Financials/ICWIS/CaseInfo.aspx?c... Identified by COMODO KidTraks - Case Information



MaGIK | KidTraks UAT Environment | Test PO 3 | Sign Out

> Case Inquiry > Case Information  
Case Name: Kid Probation

Add New Service Referral Go

Tuesday, August 4, 2015

 Action Required - The following referral(s) have not been submitted for approval

Date	Provider Name	Service	Participants	Delivery Method
<a href="#">Approve</a> <a href="#">Review</a> 07/30/2015	ASPIRE INDIANA INC	HOME-BASED FAMILY CENTERED THERAPY SERVICES	Kid, Probation	 <a href="#">Address On File</a> 

Case Information Services Placements **Hearings** Attachments Notifications

**Case Profile:**

Case: Kid Probation  
Case ID: 100000641299  
Case Type: JDJS  
Status: Open  
Worker: PO3, Test  
Worker Email: [MyEmail99@PO.com](mailto:MyEmail99@PO.com)  
County: Marion  
Start Date: [7/30/2015](#)  
End Date:  
ICWIS ID:  
MaGIK ID:  
Case Email:

**Quick Links:**

- [State Contracted Interpreter Services](#)
- [2015 DCS Residential Guidebook](#)

**Provider Services Locator**

County: Marion Go

Service:

Windows taskbar: 10:05 AM 8/4/2015

You have now completed the referral for services.